

**Supplemental Instructions for Use when Completing a SF-424 Financial Assistance  
Application for submission to NOAA for the Prescott Stranding Grant Program  
Prepared by NOAA GMD, adapted by NMFS F/PR2**

**SF424, APPLICATION FOR FEDERAL ASSISTANCE**

(Revised Form dated 7-97.)

**Block 1. TYPE OF SUBMISSION:**

Check the Non-Construction block in the "**Application**" section. This is the formal document submitted by the applicant upon which an award will be made. This program does not accept pre-applications.

**Block 2. DATE SUBMITTED:**

The date submitted to the Federal agency is very important and if not completed will delay processing of the application.

**Block 3. DATE RECEIVED BY STATE:**

For state applicants in states that require submission to a State Single Point of Contact (SPOC), indicate here the date that the application was received by the state. You can get a list of the SPOCs from the Catalog of Federal Domestic Assistance, or from the Prescott Grant Program homepage, at:

[http://www.nmfs.noaa.gov/prot\\_res/PR2/Health\\_and\\_Stranding\\_Response\\_Program/Prescott.html](http://www.nmfs.noaa.gov/prot_res/PR2/Health_and_Stranding_Response_Program/Prescott.html)

Contact your state's SPOC to determine whether or not your state requires review and clearance of the Prescott Stranding Grant application. If SPOC clearance is required, you are responsible for getting that clearance in time to submit your application to the Prescott Stranding Grant Program by the published deadline.

State Application Identifier (SAI): (If applicable, i.e. if you check yes in Block 16.)

**Block 4. DATE RECEIVED BY FEDERAL AGENCY:**

Date will be entered by Federal Agency upon receipt.

FEDERAL IDENTIFIER: For 2001/2002, all applications to the Prescott Stranding Grant Program are New (see Block 8) and therefore this block does not have to be completed.

**Block 5. APPLICANT INFORMATION:**

The applicant should be the Principal Investigator - the lead organization and person listed as the technical contact, responsible for all technical oversight and implementation of the approved work plan that will be delineated in the Statement of Work. One Principal Investigator must be listed on each project.

**Block 6. EMPLOYER IDENTIFICATION NUMBER:**

Number assigned by Internal Revenue Service as your or your organization's tax Identification

number. Obtain from your employer/business office. **Must be included.**

**Block 7. TYPE OF APPLICANT:**

NOTE: For purposes of this application, State universities are considered Institutions of Higher Learning (I) - not state. Covered under OMB Circular A-110.

**Block 8. TYPE OF APPLICATION:**

For the 2001/2002 Prescott Stranding Grant Program, all applications will be New .

**Block 9. NAME OF FEDERAL AGENCY:**

Insert: NOAA

**Block 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER (CFDA):**

a. Number: The Prescott Stranding Grant Program number is **11.439**.

b. Title: The CFDA Title for the Prescott Stranding Grant Program is Marine Mammal Data Program NOTE: CFDA-Catalog of Federal Domestic Assistance. All universities and states have them. Can be obtained from [Http://aspe.os.dhhs.gov/cfda/intro.htm](http://aspe.os.dhhs.gov/cfda/intro.htm) or from the Superintendent of Documents, Government Printing Office, Washington, DC 20402 and public libraries.

**Block 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**

Use key words. Provide concise description. Follow instructions on the SF-424.

**Block 12. AREAS AFFECTED BY PROJECT:** Self Explanatory

**Block 13. PROPOSED PROJECT START DATE:**

Indicate the total period of performance for the project. Start date should be no earlier than three months before the anticipated date of obligation of the funds. Although we expect selection of successful applicants in June, it takes approximately 2 months for actual obligation of funds. We are expecting grant awards to be made in August-September 2002 and therefore recommend that the start date be on or after Sept. 1, 2002. An earlier start date can be included if there is STRONG justification. The start date must be on the first of the month.

**Block 14. CONGRESSIONAL DISTRICTS OF:**

a. Self Explanatory b. Should relate to No. 12.

**Block 15. ESTIMATED FUNDING:**

"a." Funds requested for this budget period of the project (usually 12 months).

"b." should include all funding for this budget period by the applicant, regardless of type.

"c." would be used for in-kind contributions (third party non-monetary donations or loans used for the project), cost sharing, or match from state, unless applicant is a state, in which case "b" would be used.

"d." would be used for in-kind contributions, cost sharing, or match from local government, unless

applicant is a local government, in which case "b" would be used.

"e." would be used for in-kind contributions, cost sharing, or match from "other sources" not identified in "a through d".

"f." would be used to show estimated income to be derived from this project, e.g., registration fees, sale of fish, admission fees. Program Income to be used as designated in the NOAA Administrative Special Award Condition.

NOTE: Funds shown in (b.-e.) will be included in the award as contributions/cost sharing/match and cannot be withdrawn or adjusted after awarded.

**Block 16. IS APPLICANT SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? For State applicants only.**

Either "a. YES" or "b. NO" must be checked by all State applicants. Contact your state's single point of contact (SPOC) to determine whether or not your state requires review and clearance of the Prescott Stranding Grant application. If SPOC clearance is required, you are responsible for getting that clearance in time to submit your application to the Prescott Stranding Grant Program by the published deadline.

You can get a list of the SPOCs from the Catalog of Federal Domestic Assistance, or from the Prescott Grant Program homepage, at:

[http://www.nmfs.noaa.gov/prot\\_res/PR2/Health\\_and\\_Stranding\\_Response\\_Program/Prescott.html](http://www.nmfs.noaa.gov/prot_res/PR2/Health_and_Stranding_Response_Program/Prescott.html)

If YES, and the date and the SAI are not provided in Block No. 3 above, they must be furnished immediately upon receipt from the SPOC to the Federal Program Officer (the NOAA grant administrator that will be contacting you if your application is selected).

**Block 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**

Either a. or b. must be completed. We will not award any Federal funds to you or any subrecipients who have an outstanding delinquent Federal debt or fine until either:

- a. The delinquent account is paid in full,
- b. A negotiated repayment schedule is established and at least one payment is received, or
- c. Other arrangements satisfactory to Commerce are made.

NOTE: If "No" is checked but a review by the NOAA Grants Management Division reveals that the applicant organization (for universities, any campus, for States, any bureau or agency) is delinquent on any payment, i.e., taxes, invoices, etc., the award will not be made until the delinquency has been resolved.

**Block 18. SIGNATURES:**

Must be signed by legal applicant. (Authorizing signature of Organization performing work or responsible for performance of work.) Blocks 18 a.-e. must be completed. If approved, the award will be addressed to this person.